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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	INITIALS	DATE
1	DD/S 123 East	RH	11/14/60
2	Chairman Staff	M	
3			
4			
5		RD	12/16
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

Re: The attached copy of a memorandum prepared by [redacted] for my signature may be of interest to you from a records management point of view. It represents a good deal of work by [redacted] and the two secretaries in our Curie Hall office, and I think it has been worth it. I do not know whether it has any pertinence to other offices, but if the Management Staff has any interest we would be glad to talk to them about it.

[redacted]
LR Houston

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
General Counsel 221 East	10/28/60

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28 OCT 1968

MEMORANDUM FOR: OGC Attorneys**SUBJECT :** Operational Projects - OGC Participation and Review

1. This memorandum is to advise members of the Office of procedures recently put in effect which it is hoped will result in more effective OGC assistance to operational projects. The cooperation of all attorneys in following these procedures is requested.

2. About ninety percent of our project files have been kept in the Curie Hall office and most of our project activity has been handled by the attorneys assigned to that office. During the past year all OGC project files have been reviewed. Files have been consolidated, retired or destroyed as found appropriate. All questionable cases have been discussed with the responsible branch or operating division. Every project remaining in an active status has been assigned to an attorney now on duty at Headquarters. The files are now in reasonably orderly condition and with your cooperation in following the procedures outlined below we should be able to offer more effective and timely assistance to the offices controlling operational projects.

3. As a matter of general interest and as an example of the cumulative effect of the "grandmother's attic" concept of retention of files, it should be noted that at the beginning of our review there were more than 600 "project" files in the Curie Hall office. There are now 112 plus 16 assigned to attorneys in East Building. It was discovered that many of the files were not projects at all, but items which had found their way into individual folders with true name or cryptonym designations and then were lost for practical purposes since they should have been in office subject files and would not be looked for among the projects. Many files consisted solely of drafts of proposed administrative plans or other memorandums on proposed projects which were never authorized. A large number of the files were terminated projects, some of which had been terminated as far back as 1951 or 1952. In some cases a single project was filed in two or more separate folders without cross references. This happened where the cryptonym for a project had been changed at some time in its life or where subsidiary activities had been set up under existing projects, but were not to be administered as a separate project. Many folders contained projects

in which there had been no OGC action or review for as long as seven or eight years. Inquiries showed that some of these could have been retired long ago. In most cases it was time consuming to locate the responsible case officers since we had failed to note changes of case officers and responsible branches and divisions as they occurred. In addition, most folders and the files as a whole were unnecessarily bulky as a result of the retention of drafts, notes, multiple copies of bulky items and other material which no longer served a useful purpose.

4. Beginning in October 1960 a system of continuing review of every operational project in this Office has been instituted. With the consolidation of the East Building and Curie Hall offices all operational project folders will be filed together and the records and system of review will be monitored by the OGC Librarian. She will maintain a tickler file and assure that each operational project is reviewed by the responsible attorney at six month intervals and is reassigned when he transfers or resigns. With continuing review and retirement of projects the number of folders in OGC files should increase slowly, if at all. Therefore, in the foreseeable future only about twenty projects will have to be reviewed each month.

5. In the periodic review the attorney should call the case officer to ascertain the present status of the project, the need for assistance by the branch or division, suggest steps that should be taken at the time in accordance with the administrative plan or for other reasons and generally assure himself that all information in OGC files is current and that the project is getting and acting upon the legal advice which it may need. The date of the review and appropriate remarks should be noted on the comment sheet at this time. Excess papers such as drafts, personal notes and other items which have served their purpose should be looked for and removed from the files on each review. He should arrange for retirement or destruction of files within six months after termination of a project or where the project has been inactive for a long period of time and it appears unlikely that OGC assistance or review will be necessary or productive in the future. In most cases the material in such files maintained in this Office will include few if any original records and destruction of such files shortly after termination or within a stated period after retirement to Archives is recommended.

6. In addition to the above steps, it is requested that particularly during the first complete review (i.e., between October 1960 and April 1961) all projects which contain only a few pages of material or are unlikely to have much activity in this Office be consolidated in the Alphabetical Project folder rather than being kept in an individual folder. This step will materially assist in cutting down the bulk of items to be stored in the file safes.

7. It seems likely that adherence to the system outlined above will permit this Office to take a more active part in many operational projects than it has in the past and assure our assistance being provided when it is most needed. In short, we will be planning and preventing, rather than curing and lamenting. Our files will be current and we will know that the presence of a folder among the project files indicates an active project in which this Office may be able to offer unique and valuable assistance. During the first review in October 1960 of about 15 projects, the responsible branches and divisions were most responsive to our inquiries about the status of their projects and our interest in initiating any assistance within our abilities. The awareness on the part of the divisions of our continuing interest and willingness to assist in projects undoubtedly will result in their calling on us more frequently, but at a stage where we can assist more effectively.

S/ [Signature] D. C. [Signature]

LAWRENCE R. HOUSTON
General Counsel

cc: DD/S

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(1) Attn: Office of General Counsel
Administrative Office

Chief, Records Management Staff

Audit of Records Disposition Program

1. The attached revised Records Control Schedule was prepared as a result of an audit of the Records Disposition Program in your office. The schedule reflects the changes required since the initiation of the program in your area during 1954 and supersedes the previous schedule (32-54) dated 13 April 1954.

2. The records described in the schedule cover only the records maintained by the Office of the General Counsel and the Branch Office. Effective 9 September 1957 the functions of the Legislative Counsel were transferred to your office. It is understood that an audit of those records will be made when feasible and the Records Control Schedule for that area revised and made a part of your records schedule.

3. The audit revealed that while substantial progress has been made in your records program during the past year no disposition action has been taken by the Branch Office. Please let me know if we can be of assistance in implementing the program of the Branch.

4. I wish to express my appreciation for your assistance to [redacted] during the course of this survey. [redacted] who prepared your Records Control Schedule will be available at any time to assist you.

X1
[redacted]
25X

Attachments
2 Records Control
Schedules

25X

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